

[Company Name]
[Billing Department Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Confirmation of Payment Plan for Account #[Account Number]

Dear [Customer Name],

This letter confirms that we have approved a payment plan to resolve the outstanding balance on your account. We appreciate your commitment to settling this debt.

Payment Plan Details:

- **Total Outstanding Balance:** \$[Amount]
- **Installment Amount:** \$[Amount]
- **Frequency:** [Weekly/Monthly]
- **Start Date:** [Date]
- **Number of Payments:** [Number]

Please ensure that payments are received by the [Date] of each [Month/Week]. Payments can be made via [Payment Method: Online Portal, Check, or Phone].

By adhering to this schedule, no further collection actions will be taken. Please note that failure to make a scheduled payment may result in the cancellation of this agreement and the full balance becoming due immediately.

If you have any questions or if your financial situation changes, please contact our recovery department at [Phone Number] as soon as possible.

Sincerely,

[Sender Name]
[Title]
[Company Name]